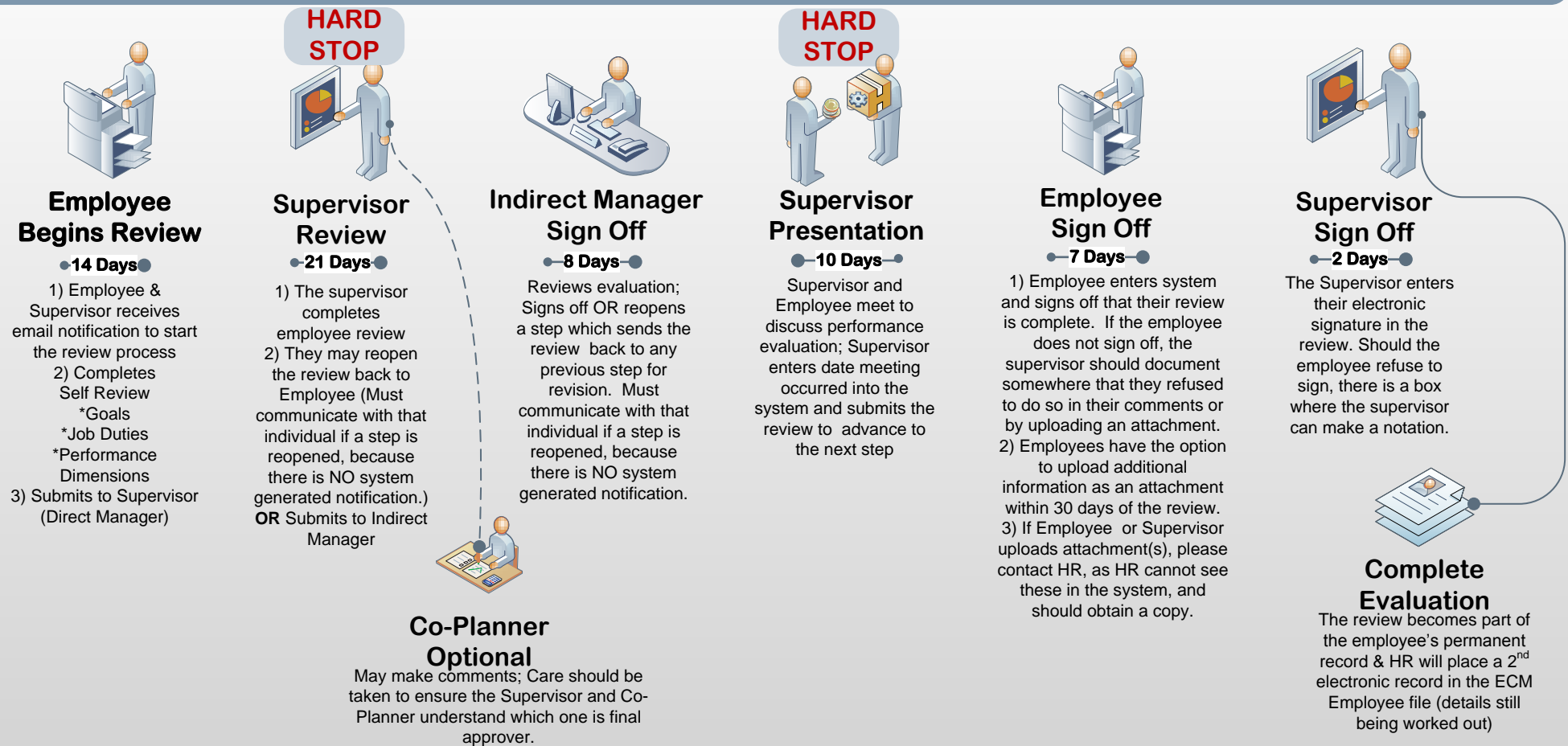


Annual Performance Management Workflow-62 Day Cycle



Key Terms/Considerations

- 1) **Reopening** a step moves the review back to any previous step. There are 6 steps in the review process. No system generated email will occur when this happens; the individual taking this action should communicate with the other party accordingly.
- 2) Reviews expire 62 days after they start, no matter which step they are at in the process. HR may **re-initiate** the review if needed. When a re-initiation occurs, HR will send a personal email to the Employee, Supervisor, and In-Direct Manager.
- 3) A **Hard Stop** is when the review will not move to the next step unless the person at that stop takes the required action (Supervisor). The review will continue to move to the next step on all other steps that are not a hard stop, even if the step is not complete.

Revised
6/9/2014

